



County of Dinwiddie

Office of the Commissioner of the Revenue

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Lori K. Stevens
Commissioner of the Revenue

Business License Application Checklist

To apply for your Dinwiddie County Business License, completion of the following steps are required as applicable to the nature of your business.

- **Personal Property Taxes Must Be Current Prior to Issuance of Business License**
- **Business License Zoning Compliance Checklist:** Building/Zoning Dept. approval required.
- **Application for Dinwiddie County Business, Professional & Merchants License:** complete with an estimate for actual gross receipt figure.
- **Certificate of Assumed or Fictitious Name:** effective January 1, 2020 all certifications are required to be filed with the State Corporation Commission, if applicable.
www.sccefile.scc.virginia.gov
- **Worker's Compensation Insurance Certification:** All contractors are required to complete Form 61A online at www.workcomp.virginia.gov; a copy of your certification letter is required as evidence of compliance.
- **Business Tangible Personal Property, Machinery and Tools List:** required for any business.
- **A copy of any license(s) and/or certification required by any other state department or agency must be presented to the Commissioner of the Revenue at the time of application:**
 1. **County/State Health Inspection:** Telephone: 804.469.3771
 2. **Department of Professional & Occupational Regulation:** www.dpor.virginia.gov
 3. **Federal Employer Identification Number:** www.irs.gov
 4. **State ABC License:** www.abc.virginia.gov
 5. **State Corporation Commission Registration:** www.sccefile.scc.virginia.gov
 6. **Virginia Department of Taxation Sales Tax Registration:** www.tax.virginia.gov
- Full payment of license tax to Treasurer, Dinwiddie County is required at application.

Note: the nature of your business may require monthly filings and taxes such as Admissions Tax, Meals Tax, Transient Occupancy Tax and/or Sales Tax.